

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>		Work Assignment Number 3-45								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010	Contract Period   12/16/2008   To   11/30/2012 Base                      Option Period Number    3	Title of Work Assignment/SF Site Name Tech Editing of Draft Guidelin								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/20/2011 To 11/30/2012								
Comments: for Human Exposure Assessmant										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
12/16/2008 To 11/30/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LDE:						
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_____ (Signature)                      (Date)							Phone Number   202-564-3393			
							FAX Number:			
Project Officer Name   Verla Sutton-Busby							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-6808			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Renita Tyus							Branch/Mail Code:			
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							FAX Number: 513-487-2109			

## **PERFORMANCE WORK STATEMENT**

**Contract Number EP-C-08-010**

**Scientific Consulting Group**

**Work Assignment Number: 3-45**

**TITLE: Technical Editing of the Draft Guidelines for Human Exposure Assessment**

**Scope of Work Reference:**

Task: 2.2

**Period of Performance:**

Date of Issuance through November 30, 2012

**Work Assignment COR:**

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### **1. BACKGROUND**

Federal regulatory agencies often rely on risk assessments as a primary component in their decision-making process. To ensure that assessments are conducted in a consistent and transparent manner, regulatory agencies develop guidelines and guidance documents that provide a framework for analyzing data. EPA's Risk Assessment Forum (RAF) is charged with coordinating the development of guidelines and guidance documents.

The RAF published a guideline for exposure assessment in 1992 and is currently developing a revised guideline to address changes in the practices and methods that have emerged since. The document has been reviewed by the RAF membership and the writers are revising the document

to address the comments. Following internal review the document will undergo peer review by outside experts. The Guidelines document currently runs about 310 pages.

## **2. PURPOSE**

Guidelines and related material are among the most visible products generated by EPA. The intent of Guidelines and similar documents (e.g., guidance and white papers) is to inform EPA risk assessors how to acquire data and how to apply it to a risk assessment; to promote consistency on how risk assessments are done across the Agency; and to inform stakeholders and other interested parties on how EPA conducts its assessments. EPA guidelines are often used by outside parties such as states and international organizations to structure their risk assessments. As such, these documents need to be written in a clear and concise manner.

This work assignment is intended to ensure accuracy and consistency throughout the document in content and voice, avoid redundancy, and, above all, ensure that the information is clearly and accurately presented. It is important that the document strike the appropriate level of sophistication without being overly simplistic or too technical. Hence it needs to strike a balance between the educated lay reader and the technician performing the exposure assessment.

## **3. KNOWLEDGE AND SKILLS REQUIRED**

Although much of the content has been provided, it is essential that the Contractor be experienced in the production of EPA guidelines with experience in technical editing of scientific documents to adequately critique and edit the document for clarity and consistency, as well as provide grammatical editing.

## **4. TASKS**

### **Task 1. Prepare Work Plan and Cost Estimate**

The Contractor shall prepare its work plan, budget estimate, and schedule of deliverables, within 15 calendar days after receipt of work assignment.

### **Task 2. Establish Communication**

Within two (2) weeks of receipt of the work assignment, the Contractor shall convene a conference call with the EPA WA COR, workgroup members, and appropriate Contractor staff to clarify outstanding questions and confirm the schedule and specific tasks for the work assignment. The Contractor shall initiate additional communication with the EPA WA COR should developments arise that will affect the conduct or schedule of this work assignment. In particular, the Contractor shall review the comments on the technical direction provided along with the work assignment to ensure that the Contractor understands the items.

### **Task 3. Technical Editing**

The Contractor shall review and edit the document addressing grammatical, syntax, and spelling errors that may exist in the document. The Contractor shall incorporate any content into the document that the EPA WA COR identifies. The Contractor shall revise and update figures within the document as instructed by the EPA WA COR. The Contractor shall ensure that the references

noted in the narrative and cited are accurate with respect to citation. The Contractor shall ensure that the chapters in the Table of Contents align with the pagination in the revised document. The Contractor shall ensure that the List of Tables and List of Figures are accurate in the document. The Contractor shall ensure that the list of abbreviations is correct. The Contractor shall also ensure that hyperlinks in the document are current and functional.

As needed, the EPA WA COR may provide written technical direction identifying specific items or issues to be addressed. The document shall be edited to conform to standards provided by the COR.

The Contractor shall review the document for consistency within and between chapters, and, as needed, improve diction and syntax. If needed, the EPA WA COR will resubmit the document with requests for subsequent work following delivery of the initial modification.

#### **Task 4. Delivery of the Final Product**

The Contractor shall deliver three (3) hard copies and one (1) electronic version (MS Word 2007) of the draft document to the EPA WA COR including each in both clean and marked drafts: the latter shall be a revised document presented as a "track changes."

#### **5. SCHEDULE AND DELIVERABLES**

<b>Product</b>	<b>Due Date</b>
<b>Task 1.</b> Prepare a work plan and cost estimate	Within 15 calendar days after receipt of work assignment
<b>Task 2.</b> Convene a conference call with the EPA WA COR, workgroup members, and appropriate Contractor staff to discuss the work plan, and to clarify outstanding questions, confirm the schedule and address outstanding issues.	Within 2 weeks following receipt of Work Assignment
<b>Task 3.</b> Review and edit the document addressing grammatical, syntax, and spelling errors in the document; and ensuring that figures and tables are correct and appropriately cited in the text. The Contractor shall address the content provided in the technical direction.	Within four weeks of acceptance of the Work Assignment.
<b>Task 4.</b> Deliver three (3) hard copies and one (1) electronic version (MS Word 2007) of the draft document to the EPA WA COR including each in both clean and marked drafts (track changes): the latter shall be a revised document presented as a "track changes.	No later than 2 weeks following task 2.

## **6. ACCEPTANCE CRITERIA**

Final products shall be produced by the Contractor upon the EPA WACOR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WACOR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

## **7. MANAGEMENT CONTROLS:**

Periodic meetings between the EPA and Contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WACOR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WACOR.

The EPA WACOR may identify one or more EPA technical representatives for this work assignment. Interaction between the Contractor and any EPA technical representative(s) designated by the EPA WACOR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WACOR or alternate EPA WACOR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

## **8. CONFIDENTIALITY**

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.